

**Wichita Police Department Policy Manual****Approved by:****Policy 205 – Departmental Personnel File**

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Maintained by: Information Services**Issue/Rev.: R 09-08-2008**

- 205.01 A Departmental personnel file is created for each member of the Department at the time of his/her hiring. For commissioned officers, the file is initiated and maintained by the Training Bureau, until the officer completes recruit training. The file is then transferred to the Fiscal Affairs Section in the Support Services Division. Files for non-sworn members of the Department are initiated and retained by the Fiscal Affairs Section. All Departmental personnel files remain in the Department's custody, even after a member terminates his/her employment.
- 205.02 The Departmental personnel file shall receive either an original or a copy of any document related to a member's employment with the Wichita Police Department. This includes internal documents, such as promotions, transfers, commendations, letters of appreciation, disciplinary actions, performance evaluations, and other relevant employment documents including diplomas, training certificates, awards, etc.
- 205.03 A supervisor must authorize the placement of items into Departmental personnel file.
- 205.04 A member of the Department may submit a document to his/her immediate supervisor for inclusion in his/her Departmental personnel file. The supervisor shall be responsible for forwarding the submitted document to the Fiscal Affairs Section, to be placed into the file. If the supervisor questions the appropriateness of a document for inclusion in the file, the Support Services Division Commander shall make the final decision.
- 205.05 R A member of the Department may request removal of a document from his/her Departmental personnel file by initiating an Officer's Report [through channels] to the Chief of Police, who shall be the final approving/disapproving authority. Only the Chief of Police or Support Services Deputy Chief of Police may authorize the removal of an item from a member's personnel file.
- 205.06 R A member of the Department may personally inspect his/her Departmental personnel file during normal business hours after securing the approval of the Chief of Police, Support Services Deputy Chief, or the Administrative Services Captain. Once approved, the inspection shall take place in the Fiscal Affairs Section work area. At no time will the employee be allowed to remove the file from this area.
- 205.07 All Departmental personnel files shall be retained by the Fiscal Affairs Section when a member of the Department terminates employment. When retention of former members' files in the Support Services Division storage area is no longer feasible because of space limitations, they may be transferred to another secure storage location.
- 205.08 R Federally protected personnel information shall be kept in a HIPA (Health Information Privacy Act) file, in a location separate from the Departmental personnel file. Protected information may not be reviewed for purposes of transfers or promotions. A member of the Department may personally inspect their HIPA file during normal business hours after securing the approval of the Chief of Police, Support Services Deputy Chief, or the Administrative Services Captain. Once approved, the inspection shall take place in the Fiscal Affairs Section work area. At no time will the employee be allowed to remove the file from this area.